



Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605-2811

State of California  
**CONTRACT NOTIFICATION**  
\*\*\*\*MANDATORY\*\*\*\*

CONTRACT NUMBER:	1S-05-36-20 Supplement 1
DESCRIPTION:	Digital Copiers and Associated Services
CONTRACTOR(S):	Sharp Electronics Corporation
CONTRACT TERM:	07/07/2005 through 07/6/2009
DISTRIBUTION LIST:	Statewide Posted Electronically on <a href="http://www.pd.dgs.ca.gov/StratSourcing/SpecsDigitalCopiers.htm">http://www.pd.dgs.ca.gov/StratSourcing/SpecsDigitalCopiers.htm</a>
STATE CONTRACT ADMINISTRATOR:	Christina Nunez (916) 375-4482 <a href="mailto:christina.nunez@dgs.ca.gov">christina.nunez@dgs.ca.gov</a>

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Jim Butler, Deputy Director

Date: **07/03/2008**

Contract (Mandatory) 1S-05-36-20, Supplement 1  
Contract Notification and User Guide  
July 03, 2008

Contract 1S-05-36-20 for Digital Copiers and Associated Services has been modified to reflect the following changes:

1. Effective July 7, 2008, contract 1S-05-36-20 has been extended for one additional year. The contact period is 07/07/05 – 07/06/09
2. Section 4, **ADMINISTRATION FEE/BILLING**, of the User Instructions has been updated to reflect the following changes:

The Department of General Services (DGS) no longer bills State departments a 10.5% fee for DGS' consultant for savings realized with strategically sourced contracts. However, DGS continues to directly bill each State department and local agency an administrative fee for use of statewide contracts. (You may click on "DGS Price Book" at [www.dgs.ca.gov/publications](http://www.dgs.ca.gov/publications) for current fees.) A copy of all State department and local agency purchase orders must be sent to:

DGS – Procurement Division  
Attention: Data Entry  
P. O. Box 989052  
West Sacramento, CA 95798-9052

3. Section 5, **CONTRACT MANAGER**, has been updated to reflect the new State Contract Manager as follows:

Both the State and the contractor have assigned contract managers as the single points of contact for problem resolution and related contract issues.

State Contract Manager: Christina Nunez  
DGS/Procurement Division  
Telephone: (916) 375-4352  
CAL-Net: 8-480-4352  
Facsimile: (916) 375-4482  
E-Mail: [christina.nunez@dgs.ca.gov](mailto:christina.nunez@dgs.ca.gov)

Sharp Contract Manager: Betty Bollinger  
Sharp Electronics Corporation  
Telephone: (916) 254-0668  
Facsimile: (916) 254-0669 (Communication Only)  
E-Mail: [bollingb@sharpusa.com](mailto:bollingb@sharpusa.com)

4. Section 6, **ORDERING PROCEDURE – PARAGRAPH D**, has been updated to reflect the following change:

Electronic orders through the contractor's website is under construction and will be unavailable until further notice.

5. Section 10, **PRICING**, of the User Instructions has been updated to reflect the following information:

The Sharp Product Catalog has been updated to reflect a price reduction on model AR-M550U and is available at the following link:

<http://www.documents.dgs.ca.gov/pd/strategic/SharpCatalog.pdf>

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6. Section 13, **PAYMENT**, of the User Instructions has been updated to reflect the following information:

A copy of the contractor's Payee Data Record is available at:  
<http://www.pd.dgs.ca.gov/StratSourcing/SpecsDigitalCopiers.htm>

The contractor's California Sales and Use Tax Seller's Permit Number is **11607572**. State departments and local governmental agencies can verify that the permit is still valid at <http://www.boe.ca.gov/>.

7. Section 19, **SERVICE AND PERFORMANCE**, of the User Instructions has been updated to reflect the following information:

To place a service call or order supplies, please call the Sharp electronics 800 number that is on the sticker on your copier. The number is (800) 446-6139. Please have the serial number of your copier ready. Sharp will track toner usage and place calls to the authorized dealers and ask them to send toner. There should be no more than two toners ordered per machine at any one time. The supplier will question toner usage when it does not match the volume. Please keep in mind that toner is only to be ordered for copiers that were purchased on this contract.

State departments are required to provide meter readings to the Sharp local authorized dealer upon request.

8. Section 23, **CUSTOMER INQUIRIES**, has been changed to reflect the following:

For inquiries regarding shipping dates, delivery of equipment and invoices, please contact:

Renee Shah  
Phone (201) 529-6359  
E-mail: [shahr@sharpsec.com](mailto:shahr@sharpsec.com)

For inquiries regarding maintenance agreements or billing, please contact:

Michelle Wertalik  
Phone: (201) 529-8422  
Fax: (800) 445-5805  
E-mail: [wertalim@sharpsec.com](mailto:wertalim@sharpsec.com)

9. Section 28, **SURPLUS EQUIPMENT**, of the User Instructions has been updated as follows to remind State departments their role when disposing of old copiers:

Although many of Sharp's authorized dealers are willing to dispose of old copiers at no charge, Sharp Electronics, nor their authorized dealers, are responsible for the disposal of old copiers. Regardless of the manner of disposal, departments are reminded that there are requirements they must comply with first. Please read the following procedures before any type of disposal of your copiers.

All State agencies are required to extend the useful life of surplus property in their possession, following specific guidelines provided by the Office of Surplus Property and Reutilization (OSPR), which is responsible for reviewing and approving all State agency dispositions of State-owned surplus personal property prior to disposition.

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When State-owned surplus personal property is no longer useable, the agency is responsible for arranging to have the property recycled or disposed of in an environmentally responsible manner, and the action must have the prior approval of the OSPR.

All State agencies are required to submit a completed Property Survey Report (Form STD. 152) or Property Transfer Report (Form STD. 158), as applicable, to the OSPR for review and online approval prior to making final disposition of State-owned surplus personal property. Agencies submit the completed forms via the California Surplus Property System (CSPS). Once logged on, the transferable property search feature allows State agencies to view State-owned surplus personal property that is available for transfer to other agencies. When required, the OSPR will provide guidance on how to use the CSPS site to view property that is available for transfer, and how to complete the applicable forms. To obtain OSPR review and approval of your agency's proposed disposition of State-owned personal property in your agency's possession, submit your request online by visiting <http://www.applications.cspcs.dgs.ca.gov/agencylogin.asp>.

Submit Property Survey Report (Form STD. 152) for the following:

- If you wish to donate the item(s) to a qualified recipient; or
- If you wish to sell the item(s) at a public sale; or
- If you wish to dispose of the irreparable, unusable item(s) through using the services of a State approved recycler, or through sending the item(s) to a State-approved landfill;
- If you wish to ship the item to the OSPR for disposition.

Submit Property Transfer Report (Form STD. 158) for the following:

- If you wish to transfer the item(s) to another agency. (If you are transferring the item(s) to another unit within an agency, you do not need to send this form to OSPR but a copy should be retained for your record management.)

If you need assistance in making your online submittal or have questions concerning any aspect concerning the proper disposition of State-owned surplus personal property, please contact the following, as applicable:

Sacramento - (916) 928-5807 or Santa Ana - (916) 558-4341